

Loan Application Status Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Government Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on the status of my government loan application submitted on [Insert Submission Date]. My application reference number is [Insert Application Number].

I would appreciate any updates regarding my application and if there are any additional documents or information required from my side to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]